Professional and Managerial Branch   **SYSTEMS ACCOUNTANT**
Fiscal and Financial Group
Accounting Series   10/03 (AIS)

General Purpose

Under general direction, supervise, analyze and coordinate end user functional operations and maintenance of automated financial systems.

Typical Duties

Develop, and interpret accounting policy and procedures for automated processing of complex accounting transactions. Involves: Meet with department staff to devise systems guidelines for program users. Create and revise policy and procedures to reflect system changes and streamline work processes. Investigate and respond to user requests for guidance and problem resolution of transaction processing and system updates. Modify, maintain and enhance accounting systems, procedures and forms to ensure adequacy fund control. Provide technical support and problem resolution of transaction processing, system updates and report preparation. Assist department personnel in responding to inquiries from customer of other organization, and in complying with City, State or Federal reporting regulations as necessary. Provide and coordinate computer systems training to include preparation of operating instruction manuals.

Direct, monitor and analyze automated end user systems to facilitate financial operations. Involves: Develop and maintain system operation and interface tables. Oversee systems, data processing, system scheduling and system updates. Identify and monitor deviations from standard policies and procedures. Confer with program managers, department staff and information services on systems problems and recommend corrective action. Review current systems operations and recommend improvements. Evaluate, interpret and reconcile financial data in accounting system generated reports. Prepare reports, schedules and statistical summaries relating to accounting systems analysis and design. Arrange for system database and hardware maintenance. Serve as department liaison to information services personnel.

Collaborate with information services personnel, supervisors and vendors in design, development and installation of new automated systems. Involves: Confer with department management and information services personnel on long and intermediate range system growth and enhancement planning. Evaluate user system requirements, technical developments, capabilities of proposed systems and external interface requirements. Assess impact of new systems or system upgrades on financial operations. Advise on scope of work and specifications for hardware and software needs and comment on bid proposals for department management. Prepare cost proposals and implementation strategies. Coordinate and communicate interdepartmental efforts to implement new information systems. Test new user system installations and upgrades and recommend improvements.

Supervise assigned non-supervisory professional and administrative support employees. Involves: Schedule, assign, instruct, guide and check work. Arrange for or engage in employee training and development. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Counsel, motivate and maintain harmonious working relationships among subordinates. Recommend staffing and employee status changes. Interview applicants and recommend selection.

Perform related professional duties contributing to the realization of City and department goals as required. Involves: Substitute, as qualified, for coworkers or supervisor during temporary absences by carrying out specifically delegated functions to maintain continuity of normal services, if assigned. Provide designated support for projects or activities overseen by department director. Explain and demonstrate work performed to assist supervisor in orienting and training less knowledgeable employees.

Knowledge, Abilities and Skills

- Considerable knowledge of accounting principles, practices and methods.

- Good knowledge of financial and budgetary planning and procedures.

- Good knowledge of grant and municipal accounting procedures.

- Good knowledge of computerized accounting systems, automated accounting management information computers, associated peripheral equipment and applications programs.

- Good knowledge of systems analysis, design and database management.

- Good knowledge of system development and integration methods.

- Some knowledge of supervisory techniques, standard of conduct and work attendance.

- Ability to prepare financial statements and analyze and interpret financial data.

- Ability to develop, coordinate and implement accounting systems.
- Ability to recommend modifications to computerized systems.
- Ability to write, test, implement and maintain complex computerized systems and computer programs.
- Ability to prepare complete and precise user instructions.
- Ability to train and guide functional end users in system capabilities.
- Ability to exercise good judgment and make sound decisions.
- Ability to supervise, train and evaluate assigned personnel.
- Ability to establish and maintain effective working relationships with officials and fellow employees.
- Ability to communicate clearly and concisely orally and in writing.
- Ability to maintain records and prepare reports.
- Skill in safe operation and care of personal computer or network workstation, and generic business productivity and graphics software, and specialized accounting and financial software.

Other Job Characteristics

- Occasional driving through City traffic.
- Sitting for long periods of time.

Minimum Qualifications:

Education and Experience: Equivalent to an accredited Bachelor's degree in Accounting, or Computer Information Systems, Data Processing or a related field that included a minimum of twenty four (24) semester hours of accounting coursework, plus three (3) years of professional accounting or general data processing experience with business systems.

Licenses and Certificates: Texas Class "C" Drivers License or equivalent from another state.

Special Requirements: Work beyond standard workweek

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Human Resources Director   Department Head